Application to Employ a Child of Compulsory School Age school age

**This form is to be completed by the Employer, Headteacher and Parent or Guardian. All three sections need to be completed before the application can be processed**

You must provide a copy of the following documents together with the application form:

* Child’s birth certificate
* Child’s photo (headshot only)
* Risk assessment
* Employer’s liability insurance covering school age children

The employer must send the completed form together with the required documents via email to child.employment@towerhamlets.gov.uk

|  |
| --- |
| Part 1 – To be completed by the Employer |

|  |  |
| --- | --- |
| Full name of employer |  |
| Trading as |  |
| Nature of business |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Place of child’s employment |  |

|  |
| --- |
| I hereby give notice that I wish to employ: |

|  |  |
| --- | --- |
| Full name of child |  |
| Date of birth |  |
| Address including postcode |  |
| Borough |  |
| Name of school |  |
| Young person's job title |  |
| Full address for the place of employment |  |
| Nature of employment |  |
| Activities involved |  |
| Activities prohibited (if any) |  |

|  |
| --- |
| Days and times of employment |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School Term Time (before or after school) | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Work start time |  |  |  |  |  |  |  |
| Work end time |  |  |  |  |  |  |  |
| Break start time |  |  |  |  |  |  |  |
| Break end time |  |  |  |  |  |  |  |
| Total Hours |  |  |  |  |  |  |  |
| School Holidays | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| Work start time |  |  |  |  |  |  |  |
| Work end time |  |  |  |  |  |  |  |
| Break start time |  |  |  |  |  |  |  |
| Break end time |  |  |  |  |  |  |  |
| Total hours |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Start date of employment |  |
| End date of employment |  |

Please see guidance at the end of this form for permitted hours of work and length of time.

|  |
| --- |
| Part 1 continued. |

|  |
| --- |
| I confirm that an appropriate risk assessment has been carried out and the child's health, welfare, or ability to take full advantage of their education would not be jeopardised by undertaking the stated employment. I understand that any employment undertaken will not contravene the enactments, regulations and byelaws relating to the employment of children. I can confirm that the liability insurance covers the employment of young people. |

|  |  |
| --- | --- |
| Full name including title  |  |
| Job title  |  |
| Email address |  |
| Signature |  |
| Date |  |

|  |
| --- |
| Part 2 - To be completed by the Headteacher / Head of Year |

|  |  |
| --- | --- |
| School name |  |
| School address |  |
| School postcode |  |
| Headteacher / Head of Year |  |

|  |
| --- |
| I have no reason to believe that working within the legally permitted hours will affect the child's education, and I therefore agree to a work permit being issued. If it appears that his/her schoolwork or attendance deteriorates because of part-time employment, I will contact Pupil Services, after discussing with the child's parent/guardian. |

|  |  |
| --- | --- |
| Signed |  |
| Designation |  |
| Date |  |

|  |
| --- |
| Part 3 - To be completed by the Parent/Guardian |

|  |
| --- |
| I have read the completed Part 1 and consider my child is medically fit to carry out this work and I am satisfied that their health, welfare, or ability to take full advantage of their education would not be jeopardised by undertaking the work. |

|  |  |
| --- | --- |
| Full name including title |  |
| Email address |  |
| Signature |  |
| Date |  |

|  |
| --- |
| The information you have provided on this form will be held by the London Borough of Tower Hamlets in accordance with the General Data Protection Regulation. By completing and submitting this form you are consenting to your information being processed for the purposes of a Child Employment Permit. You may withdraw your consent for the processing of your information, which may also mean the withdrawal of this application, at any time by contacting the Pupil Services Team within the Local Authority. Your information may be shared with other council departments as part of the processing of your application. Your information will be kept by the Local Authority up until the child reaches school leaving age (i.e., the end of year 11). You also have a right to complain, object to or access the information that is held and processed about you. Please see the Council’s website for further details on contacting the Complaints and Information Team. |

For further information regarding child employment please go to the following web pages or contact the Child Employment Officer on 07535684016.

Tower Hamlets Authority - information

<https://www.towerhamlets.gov.uk/lgnl/education_and_learning/extracurricular_activities/employment_of_children_and_you/employment_of_children_and_you.aspx>

National Network for Children in Employment & Entertainment (NNCEE)

<http://www.nncee.org.uk/>

|  |
| --- |
| Hours of work |

|  |
| --- |
| **Under 13 years old** – all work is prohibited. |

|  |  |
| --- | --- |
| **AGES 13 & 14****Term Time:** Maximum of 12 hours per week subject to the following daily limits:**Weekdays:** 1 hour before school (after 7am) and 1 hour after school (before 7pm) or 2 hours after school (before 7pm).**Saturdays:** Between 7am and 7pm for a maximum of 5 hours.**Sundays:** Between 7am and 7pm for a maximum of 2 hours. | **School Holidays:** Maximum of 25 hours subject to the following daily limits:**Weekdays & Saturdays:** Between 7am and 7pm for a maximum of 5 hours.**Sundays:** Between 7am and 7pm for a maximum of 2 hours. |

|  |  |
| --- | --- |
| **AGES 15 & 16****Term Time:** Maximum of 12 hours per week subject to the following daily limits:**Weekdays:** 1 hour before school (after 7am) and 1 hour after school (before 7pm) or 2 hours after school (before 7pm).**Saturdays:** Between 7am and 7pm for a maximum of 8 hours.**Sundays:** Between 7am and 7pm for a maximum of 2 hours. | **School Holidays:** Maximum of 35 hours subject to the following daily limits:**Weekdays & Saturdays:** Between 7am and 7pm for a maximum of 8 hours.**Sundays:** Between 7am and 7pm for a maximum of 2 hours. |

|  |
| --- |
| **Additionally:*** A rest break of 1 hour must occur after 4 hours of continuous working
* There must be 2 consecutive weeks of holiday each year
 |